

JOB DESCRIPTION
PLANNING AND ENGINEERING DEPARTMENT
PUBLIC WORKS COORDINATOR

1. **JOB TITLE:** PUBLIC WORKS COORDINATOR
2. **DEFINITION:** The position of Public Works Coordinator requires an individual who is capable of exercising independent judgment and who possesses the educational background or relevant experience regarding subdivision development and various City projects with special emphasis on coordinating certain elements of design, right of way acquisition, permitting, construction and financing. The employee will be responsible to the City Engineer. All employees are responsible to the City Manager. This position is classified as Exempt for the purposes of the Fair Labor Standards Act, as having no occupational exposure to bloodborne pathogens, and as Safety Sensitive; the employee is subject to pre-employment, reasonable suspicion, post accident, random, promotion and transfer, return to duty and follow-up drug and alcohol testing.
3. **EQUIPMENT/JOB LOCATION:**
 - a. The Public Works Coordinator must be capable of safely operating a motor vehicle, personal computer, photocopier, blue line copier, calculator, telephone, camera, facsimile machine, multi-line telephone system, miscellaneous office equipment and accessories customarily used in an office environment.
 - b. The job location is in the Murfreesboro Planning and Engineering Department. Some work is performed outdoors at various sites throughout the City regardless of the weather. This is a smoke-free work environment.
4. **ESSENTIAL FUNCTIONS:**
 - a. Attends Plans Review meetings for subdivisions and site plans and coordinates the establishment, collection, and document of escrow funds for the developments.
 - b. Attends Design Review meetings for City Capital Improvement Projects and coordinates the establishment, collection and documentation of special assessments for those projects.
 - c. Coordinates acquisition of right of way and easements for Capital Improvement Projects with consultants, appraisers and the Legal Department.
 - d. Coordinates Federal and state permitting required on Capital Improvement Projects and monitors compliance with the permits by contractors.
 - e. Accurately reviews and processes consultants' invoices and contractors' pay requests for Capital Improvement Projects.
 - f. Documents project costs for Capital Improvement Projects.
 - g. Coordinates with Tax Department on infrastructure costs for GASB 34.
 - h. Operates an automobile for the purpose of field reviews of public works projects and subdivisions.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

- a. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. Must be at least 21 years of age.
- b. High School diploma or equivalent and five years work experience required; Bachelor's Degree in Civil Engineering and be licensed as an Engineer Intern in the State of Tennessee preferred.
- c. Possess a driver's license valid in the State of Tennessee and the ability to safely operate an automobile for the purpose of field inspections.
- d. Must maintain automobile liability insurance on vehicle used to perform job duties for City of at least \$100,000 single limit, or such other amount as citywide policies may require in the future.
- e. Submit to and pass a drug screening test.
- f. Must have a legal authorization to work in the United States of America.
- g. Have a good reputation for and ability to maintain confidentiality.
- h. Be available to work hours as needed or as necessary.
- i. Good human relations skills with the ability to communicate effectively with the public, elected officials, members of boards and commissions, department heads, other employees of the City, and employees of other government agencies.
- j. Temperament and good judgment to effectively and diplomatically deal with the public, some of whom may be irate and unreasonable.
- k. Excellent communication skills, both written and verbal.
- l. Possess good working knowledge of personal computers and word processing programs Windows Microsoft Word and Excel.
- m. Ability to research information and prepare reports as directed.
- n. Ability to access archive files and retrieve information.
- o. Physical and mental ability to move office furniture and equipment, some items of which are fragile.
- p. Ability to perform job responsibilities in a timely manner in order to meet scheduled deadlines.
- q. Ability to administer and manage project and budget costs.
- r. Knowledge of personnel policies and procedures.
- s. Ability to perform the duties of the job for a complete workday.

Safety Sensitive

Exempt

August 23, 2005